

ADMINISTRATIVE - INTERNAL USE ONLY

16 July 1975

OFFICE OF PERSONNEL MEMORANDUM NO. 20-61-8

SUBJECT: OP Affirmative Action Plan for Equal Employment Opportunity

This Plan is the Office of Personnel's portion of the Administration Directorate's Affirmative Action Plan for Equal Employment Opportunity. The Plan outlines the action to be taken by the MP Career Sub-Group in insuring an effective Affirmative Action Plan within the Sub-Group.

OBJECTIVE 1 - Increase and sharpen efforts of the Career Sub-Group to reach and attract job candidates from all sources.

1. The Personnel Career Sub-Group will prepare periodic reports for the DDA on efforts to obtain and review applications from qualified minority members. Through normal methods and procedures will hire as many qualified individuals as ceiling and personnel strength will permit.
2. Request current members of the MP Career Sub-Group to encourage friends and acquaintances from minority groups to apply for employment in the MP Career Sub-Group.
3. Periodically monitor hiring requirements within the MP Career Sub-Group for the purpose of increasing the hiring of minority group members for employment in the Sub-Group and submit reports to the DDA.
4. Review the records of all professional black applicants, GS-07 and above, who are both accepted and rejected for employment within the Directorate to determine the reasons therefor in order to determine productive techniques to increase our number of black professionals.

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OBJECTIVE 2 - To utilize fully the present employee skills.

1. The MP Career Sub-Group will continuously review the skills and utilization of its minority members up through GS-07 for the purpose of uncovering under-utilized or non-utilized skills and correcting the situation by reassignments to more demanding positions or by insuring that under-utilized employees are given the opportunity to employ their skills in more demanding jobs. Periodic reports will be submitted to the DDA.

2. The Career Sub-Group will review qualifications requirements of Personnel positions GS-07 through GS-09 to insure that they are not unrealistically high and that they do not screen out lower level employees capable of performing the functions of the positions. A periodic report will be submitted to the DDA.

3. The Career Sub-Group will review and analyze operational needs for the purpose of restructuring jobs and establishing entry levels and trainee positions to facilitate movement to various positions within the Career Sub-Group.

4. The MP Career Sub-Group, through its competitive evaluation exercises, will insure that all women are given equal consideration for promotion, ranking, assignments, and training.

5. The MP Career Sub-Group, through its competitive evaluation exercises, will insure that all black Careerists are given equal consideration for promotion, ranking, assignments, and training.

OBJECTIVE 3 - To provide opportunities for employees to enhance their skills, perform at their highest potential, and advance in accordance with their abilities in light of available opportunities.

1. The MP Career Sub-Group will encourage employees to enroll in the Agency Off-Campus Program and will designate officers to complete one or more career counseling courses. A periodic report will be submitted to the DDA.

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2. The MP Career Sub-Group will send selected employees (insuring that consideration is given to minority groups) to as many intra-Agency training courses as workload will permit.

3. The Career Sub-Group, through its career counseling mechanism, will provide advice and guidance to its career employees concerning the competitive evaluation procedures, selection for promotion, for assignment, for training and other opportunities for career development.

4. The MP Career Sub-Group will attempt to have a balanced representation attending such Agency programs as the Management Seminar and the Midcareer Course. Careful consideration will be given to members of minority groups.

OBJECTIVE 4 - To provide training, advice, incentives, and performance evaluation to insure EEO program understanding and support by supervisors.

The MP Career Sub-Group will insure that suitable training is provided to all newly appointed supervisors at all levels to insure an understanding of and sensitivity to the goals of EEO.

OBJECTIVE 5 - To provide a system for internal program evaluation and periodic progress reports to the DDA.

The MP Career Sub-Group will submit periodic reports to the DDA on the progress of the EEO activities within the Sub-Group.

OBJECTIVE 6 - To provide for prompt, fair and impartial processing of complaints of discrimination and equal employment opportunity counseling.

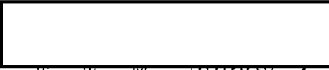
1. The Head of the Career Sub-Group will insure that employees are able to use the Directorate and/or Agency EEO complaint system without fear of reprisal.

2. The Head of the Career Sub-Group will insure that EEO counseling, which attempts to settle a discrimination complaint informally,

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will be conducted in 21 calendar days from the date the complaint is made to an EEO Counselor, unless the complainant agrees to extend the time.

3. The Head of the Career Sub-Group will insure that on-site investigation of any formal complaint of discrimination within the Office commences within five days of receipt.


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Director of Personnel

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